



UNIVERSITY OF  
KRAGUJEVAC

# ERASMUS+ MOBILITY PROJECT – KA107 INCOMING STUDENTS' GUIDE



International Relations Office

University of Kragujevac

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# ERASMUS+ DEADLINES FOR INCOMING STUDENTS



## NOMINATION

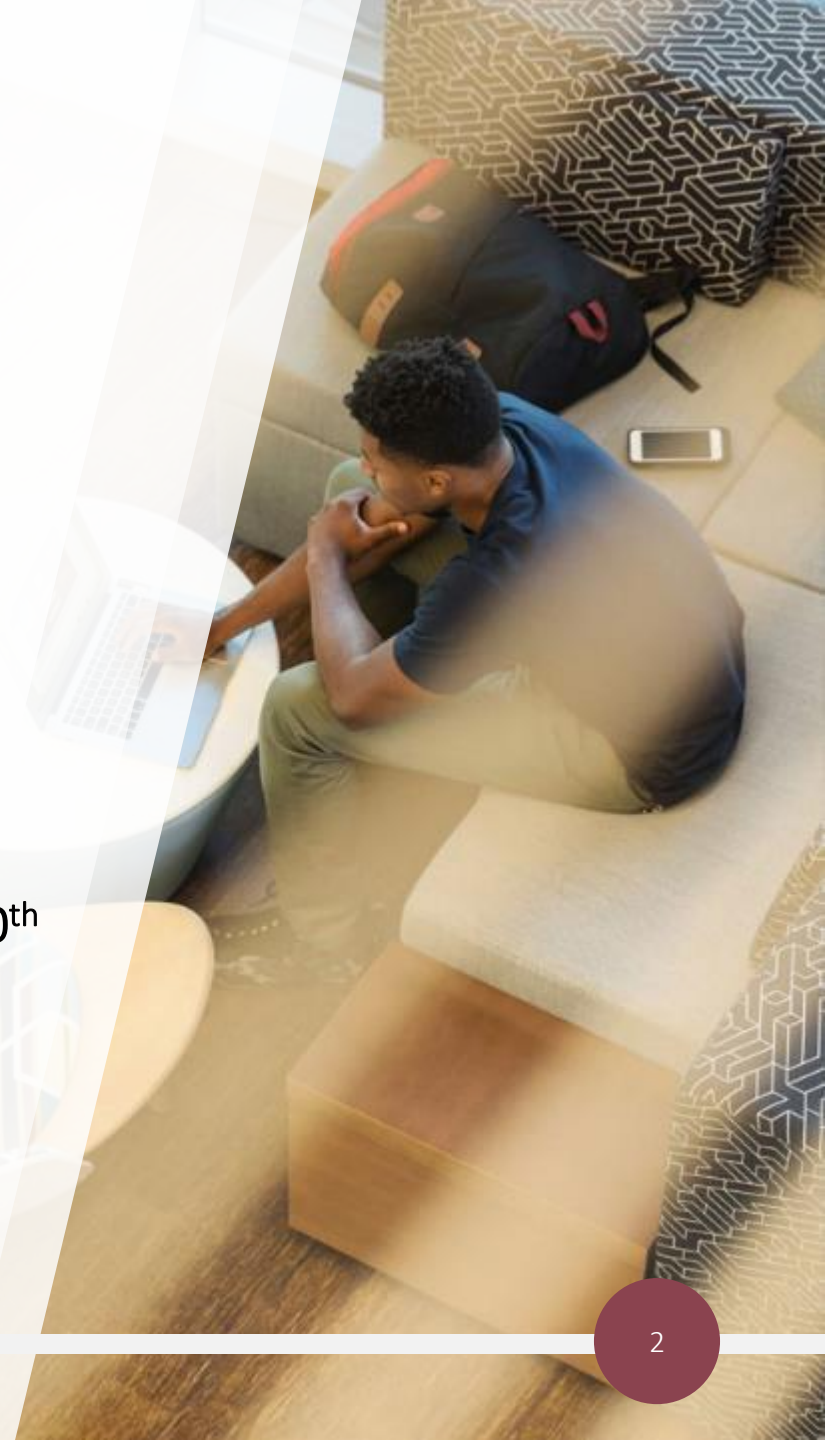
Your home university should nominate you for an exchange

- for winter semester by **May 31<sup>st</sup>**
- for summer semester by **November 30<sup>th</sup>**



## APPLICATION

- for winter semester by **June 30<sup>th</sup>**
- for summer semester by **December 20<sup>th</sup>**



Your university should send your nomination to the address [erasmusKA107@kg.ac.rs](mailto:erasmusKA107@kg.ac.rs) by May 31 (winter semester) or November 30 (summer semester).

After receiving nomination from your home university, we will contact you directly via email provided by your home university in order to start the application and selection process here. To do that we would need a few documents:

**1. APPLICATION FORM:** our application form will be attached

**2. LEARNING AGREEMENT** fill in the form we have sent you. Please, check out our Course catalog which contains courses available for international students → <http://www.kg.ac.rs/eng/courses.php>  
For students coming from neighboring countries → complete academic offer in Serbian language is also available for exchange students. Please, check the website of the respective host faculty.

**3. TRANSCRIPT OF RECORDS:** send us your latest Transcript of Records (list of passed exams) in original language and translation in English language (your Transcript doesn't have to be officially translated by a court translator, you can translated it by yourself, but we would be needing the original document as well). The perfect solution would be if your Faculty could issue you the Transcript of records in English language, if possible at your home university.  
For students coming from neighboring countries → due to language similarities no English translation is needed.

**4. LANGUAGE CERTIFICATE** (English language or other language in which you will study during your mobility), proving your language competences are at min. B1 level, as defined by the Interinstitutional Agreement between our universities. It's good to have them, but we don't require the official internationally recognized certificates (such as TOEFL or IELTS), so you can send us a certificate issued by your faculty. For students coming from neighboring countries → no Language certificate is needed if Serbian is the language of your mobility.

**5. PASSPORT:** send us a copy of your passport

# LEARNING AGREEMENT

Before you prepare your Learning Agreement (LA) check the [Course Catalogue](#) (the list of elective subjects for Erasmus students). The requested range is between 20 and 30 ECTS (the maximum number is 30 ECTS per semester)

You should send your Learning Agreement (signed by you and your Coordinator) to the address [erasmusKA107@kg.ac.rs](mailto:erasmusKA107@kg.ac.rs) by the deadline stated in our initial email.

Once your LA is signed by the Erasmus+ academic Coordinator at your host faculty here, you will get the scan version of this document by email.



## VISA / INVITATION LETTER

Whether you need visa or not, you will receive relevant information regarding traveling to Serbia.

Depending on your home country, you will either have to apply for visa, or you will have to apply for residence permit as soon as you arrive to the University of Kragujevac.

For both options, you will receive the Invitation/Acceptance Letter from our side with all relevant information.

## ACCOMMODATION

Places in our dormitories are very limited and dorms are not under the jurisdiction of the University of Kragujevac, so all our international students use private accommodation. If you would like to get our help/recommendation on this matter, just tick the boxes in your Accommodation form, that you will get once you are selected.



Once you have your traveling plan, please, do inform us of it.

Should you be needing some assistance, see the info [on our website](#), or contact us via email.

When you arrive and get settled, come to our Office for a cup of coffee.

We will once again go through the administrative and scholarship matters and provide you with the Confirmation of Arrival.

Our Office is located in the Rectorate, 2<sup>nd</sup> floor – see the map [here](#).

Jovana Cvijica bb, 34 000 Kragujevac  
Location info available [HERE](#).

Office hours from 10 to 14



# ERASMUS+ KA107 - REMINDER AND CHECK LIST



## TRAVEL

You arrange your travel to Serbia

We provide a refund of your travel costs (return trip)

You will receive a lump sum based on the distance between your home and host destination

You may calculate your distance using the Erasmus + program distance calculator

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Save all your travel documents (tickets, invoices, boarding passes) as you will have to provide them to our Office



## SCHOLARSHIP

The University of Kragujevac, as your host – institution provides you with the Erasmus+ scholarship so you can cover your stay in Serbia during your mobility.

The scholarship amounts are fixed, determined by the Erasmus+ program.

Scholarship amount is 800 Euro/month

Once you get here, you will sign Grant Agreement – GA

(Agreement on the Erasmus+ scholarship)



## INSURANCE

You are obliged to have an appropriate insurance, covering your mobility period in Serbia.

Your policy should cover travel, health, accident and liability insurance.

Appropriate insurance is mandatory for:

Your safety first

Travel to Serbia (for Visa and Residence permit)

For signing the Grant Agreement (insurance policy number must be stated in the GA)





WE LOOK FORWARD TO WELCOMING YOU AT UNIKG

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